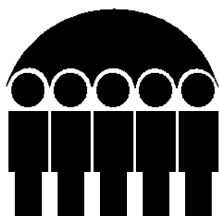


September 9, 2003

Employees' Manual  
Title 9  
Chapter J

# **Child Support Enforcement Network – CSENet APPENDIX**



Iowa  
Department  
of  
Human Services

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**470-3475, Locate Data Sheet – Federal Version**

Purpose	Use form 470-3475, <i>Locate Data Sheet – Federal Version</i> , to respond to or request services or locate information (about the parent, employer, wages, or assets) from states that do not exchange CSENet location transactions with Iowa. This form is the online version of 470/3475, <i>Locate Data Sheet – State Version</i> .
Source	Generate this form from the FORMVIEW screen.
Completion	Complete this form when you need to respond to a request from a state that does not exchange CSENet location transactions with Iowa or when you need to request information from such a state. The worker enters all data into this form.
Distribution	Send one copy to the state by first-class mail and place one copy in the case file.
Data	<p>The worker enters the following information:</p> <ul style="list-style-type: none"><li>◆ Worker office and address</li><li>◆ Iowa FIPS code</li><li>◆ Iowa case number</li><li>◆ Iowa docket number</li></ul> <p>Once ICAR displays the Word document, click the Fill Form button and enter the following information:</p> <ul style="list-style-type: none"><li>◆ Petitioner and respondent</li><li>◆ Case type (either non-IV-D or one of the IV-D subtypes: TANF, IV-E foster care, Medicaid only, former assistance, or never assistance).</li><li>◆ In the “To:” section, the name and address of the central registry or agency to which you are sending the form.</li><li>◆ In the “From:” section, your name, phone number (including extension), fax number, and e-mail address. ICAR loads your office and address from your entries on FORMVIEW.</li><li>◆ The initiating state’s FIPS code, state, IV-D case number, and docket (tribunal) number.</li></ul>

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- ◆ Check a box to indicate whether the locate information pertains to the non-custodial or custodial parent.
  - ◆ Check the “Possibly Dangerous” box if the disclosure risk indicator (DRI) has been set on the locate person and associated case.
  - ◆ Provide as much information about the locate person as possible:
    - Full name (first, middle, last) and social security number
    - Known aliases and maiden name
    - Mother’s maiden or father’s name
    - Current spouse’s name (first, middle, last)
    - Birth date (or approximate year) and place (city, state, county)
    - Driver’s license number and issue state
    - Sex (m/f), race, hair color, eye color, height, and weight
    - Distinguishing marks, scars, tattoos, glasses, etc.
    - Last known address, phone number, and type (residence or mailing). If the last known address is verified good, check the “Confirmed” box and include the date it was verified.
    - Usual occupation or professional licenses
    - Last known employer’s name, full address, federal employer identification number (EIN), and phone number. If the last known employer is verified good, check the “Confirmed” box and include the date it was verified.
    - Other information including assets, education, police record, and public assistance history
    - Wages (quarter, year, and amount)
  - ◆ Indicate when attachments are being submitted.
  - ◆ Enter the date you complete the form.
  - ◆ Enter your name, phone number, fax number and e-mail address in the contact area at the bottom of this form.

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**470/3475, Locate Data Sheet – State Version**

Purpose	Use form 470/3475, <i>Locate Data Sheet – State Version</i> , to respond to or request services or locate information (about the parent, employer, wages, or assets) from states that do not exchange CSENet location transactions with Iowa. This form is the batch version of form 470/3475, <i>Locate Data Sheet – Federal Version</i> .
Source	<p>ICAR automatically generates this form when you enter a state abbreviation in the SPLS/QUICK LOC field on either the LOCATE screen or the PAYEE2 screen and the state does not exchange CSENet location transactions with Iowa.</p> <p>ICAR also automatically generates this form when responding to a locate request on the Locate Request (LOCREQ) screen if the requesting state does not exchange CSENet location transactions with Iowa.</p>
Completion	Complete this form when you need to respond to a request from a state that does not exchange CSENet location transaction with Iowa or when you need to request information from such a state. ICAR enters all data into this form.
Distribution	Mail Tech mails the form to the other state.
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none"><li>◆ One of the following purposes of the form:<ul style="list-style-type: none"><li>• IOWA REQUESTS LOCATE INFORMATION: ICAR enters this when a worker enters a non-CSENet-location state in the SPLS/QUICK LOC FIELD on the LOCATE screen or PAYEE2 screen.</li><li>• LOCATE YOU REQUESTED WAS UNSUCCESSFUL: ICAR enters this when the system cannot find any location information when responding to a locate request.</li></ul></li></ul>

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- **RESPONSE PROVIDED TO YOUR LOCATE REQUEST:**  
ICAR enters this when the system found location information when responding to a locate request.
  - **WE ARE UNABLE TO CONDUCT A SEARCH WITHOUT AN SSN:** ICAR enters this when the state requesting location information did not provide an SSN to search.
  - ◆ The obligee (petitioner) and obligor/alleged father (respondent) information. When responding to a locate request from another state, ICAR leaves these fields blank.
  - ◆ Case type (either non-IV-D or one of the IV-D subtypes: TANF, IV-E foster care, Medicaid only, former assistance, or never assistance). When responding to a request from another state, ICAR leaves these fields blank.
  - ◆ In the “To:” section, the FIPS code, name, and address of the central registry or State Parent Locator Service (SPLS) agency where the form is to be mailed.
  - ◆ Iowa case number (if available)
  - ◆ In the “From:” section, the Iowa FIPS code, worker ID, worker name, and address of the person requesting the information.  
  
When ICAR responds to a request from another state, ICAR uses the Central Registry worker ID, “AAAA,” and corresponding address fields on the Worker Maintenance 2 (WORKER2) screen.
  - ◆ Other state’s case number (if available)
  - ◆ In the “Initiating Tribunal No.” section, the other state’s case number, if available, or Iowa case number.
  - ◆ The “Non Custodial Parent Info” or the “Custodial Parent Info” box.
  - ◆ The “Possibly Dangerous” box if a DRI exists on the case.
  - ◆ Information about the locate person if available:
    - Full name (first, middle, last) and social security number
    - Known aliases and maiden name

- Mother's maiden or father's name
- Date and place of birth
- Driver's license number and issue state
- Sex, race, hair color, eye color, height, and weight
- Distinguishing marks, scars, tattoos, glasses, etc.
- Wages (quarter, year, and amount)
- Last known address and type (residence or mailing). If the last known address is verified good, ICAR checks the "Confirmed" box and includes the date the address was verified.
- Last known employer name, address, and Federal EIN. If the last know employer is verified good, ICAR checks the "Confirmed" box and includes the date the employer was verified.
- ◆ Contact information
  - For an outgoing request, ICAR enters the local office worker information in the contact fields at the end of the form.
  - When ICAR responds to a request from another state, ICAR enters Iowa's Central Registry information here.
- ◆ Current date

ICAR does not store and does not enter the locate person's occupation, professional licenses, or current spouse's name.

ICAR does not include attachments.

**470-3702, Child Support Enforcement Transmittal #2 – Subsequent Actions**

Purpose	Use form 470-3702, <i>Child Support Enforcement Transmittal #2 – Subsequent Actions</i> , to forward a referral mistakenly sent to Iowa.
Source	Enter an “R” in the ACKNOWLEDGE field and a non-Iowa FIPS code in the REFER TO field on the REFERRAL screen to generate two copies of this form.
Completion	Complete this form when you need to forward a referral to another state. ICAR enters all of the data into this form.
Distribution	<p>Attach the original referral to one copy of this form and send both to the forwarding state by first-class mail. ICAR electronically sends an equivalent CSENet forwarding transaction to states that can receive the transaction.</p> <p>Send the second copy of the form to the initiating state by first-class mail.</p>
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none"> <li>◆ Petitioner and respondent.</li> <li>◆ Case type (TANF, IV-E foster care, Medicaid only, former assistance, never assistance, or non-IV-D).</li> <li>◆ In the “To:” section, the initiating agency’s central registry address on the first copy of the letter and address of the central registry to receive the referral on the second copy.</li> <li>◆ “19 000 00” and “Iowa” on the first letter to the initiating state and the other state’s abbreviation and the FIPS code on the second copy.</li> <li>◆ In the “From:” section, Iowa’s Central Registry information.</li> <li>◆ FIPS code of the initiating state and initiating IV-D case number.</li> <li>◆ In the “I. Action” section, an “X” in “4. Notice of Case Forwarding” box.</li> </ul>

◆ In the additional information section:

- WE ARE FORWARDING THIS CASE TO THE FOLLOWING STATE'S CENTRAL REGISTRY (responding state) on the first copy of the form.
- SINCE THE NCP IS LOCATED IN YOUR STATE, WE ARE FORWARDING THIS CASE TO YOU. PLEASE ENSURE ALL FUTURE CORRESPONDENCE GOES TO THIS STATE: (initiating state) on the second copy of the letter.
- Date and contact information of the person completing the form.

**470-3761, Child Support Enforcement Transmittal #1 – Initial Request**

Purpose	Use form 470-3761, <i>Child Support Enforcement Transmittal #1 – Initial Request</i> , to acknowledge a referral from another state or to request additional information or documents to complete a referral.
Source	<p>Enter an “A” or “M” in the ACKNOWLEDGE field on the Incoming Interstate Referral (REFERRAL) screen to generate this form.</p> <p>If you enter an “M” to generate this form, you must also indicate the missing information or documents on the Acknowledgement (ACK) screen.</p>
Completion	Complete this form when you receive a referral from another state. ICAR enters all of the data into this form.
Distribution	Send one copy of this form to the initiating state by first-class mail and place one copy in the case file. ICAR electronically sends an equivalent CSENet acknowledgement transaction to states that can receive the transaction.
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none"> <li>◆ Petitioner and respondent.</li> <li>◆ Case type (TANF, IV-E foster care, Medicaid only, former assistance, never assistance, or non-IV-D).</li> <li>◆ In the “To:” section, the name and address of the other state’s central registry.</li> <li>◆ In the “From:” section, Iowa’s Central Registry contact person, agency name, and address.</li> <li>◆ In the “Send Payments To:” section, the initiating jurisdiction's FIPS code, state, and IV-D case number.</li> <li>◆ A permanent “X” in the “UIFSA” box.</li> <li>◆ “Request Received and No Additional Information is Necessary” is checked if the referral is acknowledged with an “A” on the REFERRAL screen.</li> </ul>

- ◆ “Additional Information Needed” is checked if the referral is acknowledged with an “M” on the REFERRAL screen.

If this box is checked, ICAR also shows the information or documents you requested on the ACK screen.

When you select the OTHER field on the ACK screen, ICAR enters the first line of text from the MORE ACKNOWLEDGEMENT COMMENTS screen in the “Remarks/Response” section.

- ◆ Name, telephone and fax number of the worker displayed in the REFER TO field on the REFERRAL screen.
- ◆ Current date.
- ◆ Contact information using the worker ID of the person completing the form.

**470-3762, Referral Rejection**

Purpose	Use form 470-3762, <i>Referral Rejection</i> , to notify the initiating state that Iowa's Central Registry rejects the referral and the reason why.
Source	Enter an "R" in the ACKNOWLEDGE field and blanks or an Iowa FIPS code in the REFER TO field on the REFERRAL screen to generate this form.
Completion	Complete this form after determining that Iowa cannot accept an interstate referral. ICAR enters most data into this form. The worker enters the reason for the rejection.
Distribution	Send one copy of this form to the initiating state by first-class mail. ICAR electronically sends an equivalent CSENet rejection transaction to states that can receive the transaction.
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none"><li>◆ Current date</li><li>◆ Central registry number (CENT REG# on the REFERRAL screen)</li><li>◆ ICAR case number, if available.</li><li>◆ Obligor and obligee.</li><li>◆ Other state's case number.</li><li>◆ Other state's contact information.</li><li>◆ Your name above the "Interstate Central Registry" signature line.</li><li>◆ Once ICAR displays the Word document, click the Fill Form button. Check the box next to the reason you rejected the referral. If you check "Other:" enter details as well.</li></ul>

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### **S479H295, CSENet Error Transaction Report**

Purpose	<p>Report S479H295, <i>CSENet Error Transaction Report</i>, lists each Iowa CSENet transaction that generated an error according to the CSENet host.</p> <p>Upon receipt of this report, central office staff edit the following file in TSO: "X479.H296.TRANOUT.FIX". This "fix" file contains the full CSENet transaction in error.</p> <p>Central office staff identify and fix the error, enter "Y" in the first position of the record, and press PF3 to exit and save. ICAR moves the corrected transactions to the outgoing CSENet file. The CSENet host picks up the transaction in the next outgoing batch.</p>
Source	<p>ICAR generates this daily report through batch processing only when the CSENet host returns errors.</p>
Distribution	<p>ICAR prints one copy at central office.</p>
Data	<p>The report contains the following data elements:</p> <ul style="list-style-type: none"><li>◆ OS FIPS: This field indicates the other state's FIPS code.</li><li>◆ LOCAL CASE NUM: This field indicates the ICAR case number.</li><li>◆ OS CASE NUM: This field indicates the other state's case number.</li><li>◆ ACT CD: This field indicates the CSENet action code.</li><li>◆ FUNC: This field indicates the CSENet function code.</li><li>◆ REAS: This field indicates the CSENet reason code.</li><li>◆ TRAN DT: This field indicates the date ICAR originally sent the transaction (year, month, and day).</li><li>◆ ERR CD: This field indicates the CSENet error code number.</li><li>◆ TRAN SERIAL: This field indicates the serial number Iowa assigned to the transaction.</li><li>◆ ERROR MESSAGE: This field indicates the error message provided by the CSENet host.</li></ul>

For more information about CSENet action, reason, and function codes, see the federal *CSENet Interface Guidance Document*, available at:

<http://www.acf.hhs.gov/programs/cse/newhire/csenet/library/csenet2000/csenet2000.htm>.

**S479H297-A, CSENet Transactions Received And Sent**

Purpose	<p>Report S479H297-A, <i>CSENet Transactions Received and Sent</i>, lists the total number of incoming CSENet transactions and outgoing CSENet transactions by state and by function.</p> <p>Central office uses this report to track the volume of CSENet transactions and identify unusual trends.</p>
Source	<p>ICAR generates this monthly report through batch processing.</p>
Distribution	<p>ICAR prints one copy of the report on green-bar paper for central office.</p>
Data	<p>This report includes sections for incoming and outgoing transactions. Both sections have detailed information with grand totals for all states at the end of the section.</p> <p>Incoming Transactions: The first part of the report lists incoming CSENet transaction totals broken down by function type and state.</p> <p>The report shows the number of transactions per action codes, the total number of transactions, and the total number of ICAR case updates. At the end of each state listing, the report also shows the combined totals for the state.</p> <ul style="list-style-type: none"><li>◆ STATE: This field indicates the FIPS code and state abbreviation of the state that sent the transactions.</li><li>◆ FUNCTION TYPE: This field indicates CSENet function types the state sent to Iowa during the reporting period. The report shows a function type only if the state sent it. The valid entries are:<ul style="list-style-type: none"><li>• COL: Collections</li><li>• CSI: Case status information</li><li>• ENF: Enforcement</li><li>• EST: Establishment</li><li>• LO1: Quick locate</li><li>• MSC: Managing case status</li><li>• PAT: Paternity</li></ul></li></ul>

- ◆ REQUESTS: This field indicates the total number of transactions with request action codes by function type.
- ◆ PROVIDES: This field indicates the total number of transactions with provide action codes by function type.
- ◆ UPDATES: This field indicates the total number of transactions with update action codes by function type.
- ◆ CANCEL: This field indicates the total number of transactions with cancel action codes by function type.
- ◆ REMINDERS: This field indicates the total number of transactions with reminder action codes by function type.
- ◆ ACKNOWLEDGEMENT: This field indicates the total number of transactions with acknowledgement action codes by function type.
- ◆ OTHERS: This field indicates the total number of transactions without an action field or with an invalid action field by function type.
- ◆ TOTAL TRANSACTIONS: This field indicates the total number of transactions for all action codes by function type.
- ◆ ICAR CASE UPDATES: This field indicates the total number of transactions for each function type that caused an entry to a field on ICAR. The ICAR CASE UPDATES field does not count narratives and calendars.
- ◆ STATE TOTALS: These fields indicate the total number of each type of action code for the state. The TOTAL TRANSACTIONS column indicates the grand total of all incoming CSENet transactions for the state.
- ◆ TOTAL ICAR UPDATES: This field indicates the total ICAR case updates for the state.
- ◆ GRAND TOTALS: These fields indicate the combined totals for all states for each action code, for total transactions, and for all ICAR case updates.

**Outgoing Transactions:** The second part of the report lists outgoing CSENet transaction totals broken down by function type, action code type, and state.

The report shows where the transactions originated and whether ICAR sent the transaction through CSENet or printed it. At the end of each state listing, the report also shows the combined totals for the state.

- ◆ STATE: This field indicates the FIPS code and state abbreviation.
- ◆ FUNCTION TYPE: This field indicates the CSENet function type Iowa sent to the other state during the reporting period. The report shows a function type only if Iowa sent it. The valid entries are:
  - COL: Collections
  - CSI: Case status information
  - ENF: Enforcement
  - EST: Establishment
  - LO1: Quick locate
  - MSC: Managing case status
  - PAT: Paternity
- ◆ ACTION TYPE: This field indicates the action type within each function type:
  - R: Request
  - P: Provide
  - U: Update
  - C: Cancel
  - M: Reminder
  - A: Acknowledgement
- ◆ The GENERATE FROM fields indicate where the transactions generated.
  - FCRSUM DATA: This field indicates transactions generated automatically by ICAR through the FCRSUM processing, such as quick locate requests or case status requests.
  - AUTO LOC: This field indicates transactions that provide information from the AUTOLOCATE program, such as quick locate provides.

- LOCREQ: This field indicates transactions providing information from ICAR in response to manual quick locate requests.
- LOCATE: This field indicates transactions originating from the LOCATE screen, such as quick locate requests.
- PAYEE: This field indicates transactions originating from the PAYEE2 screen, such as quick locate requests.
- PIEX: This field is no longer used.
- ◆ The GENERATED TO fields indicates the output ICAR used for the transaction. The two different formats are as follows:
  - PRINTER: This field indicates the total number of transactions ICAR printed because the other state could not receive the transaction through CSENet.
  - ELECTRONIC: This field indicates the total number of transactions ICAR sent through CSENet.
  - FUNCTION TOTAL: These fields indicate the total transactions for each function by each GENERATED FROM and GENERATED TO field.
  - STATE TOTAL: These fields indicate the total transactions for each state by each GENERATED FROM and GENERATED TO field.
  - GRAND TOTAL: These fields indicate the total of all outgoing transactions for all states and function types by each GENERATED FROM and GENERATED TO field.

### **S479H948-A, Referral Summary Report**

Purpose	<p>Report S479H948-A, <i>Referral Summary Report</i>, lists the amount of time between Iowa's receipt and acknowledgement of interstate referrals.</p> <p>Central Registry and central office use this report to monitor compliance with federal regulations requiring Central Registry to acknowledge an incoming interstate referral within ten business days.</p>
Source	<p>ICAR generates this monthly report through batch processing.</p>
Distribution	<p>ICAR prints two copies of this report on green-bar paper, one for central office and one for Central Registry.</p>
Data	<p>This report includes a totals section and a detailed section.</p> <p>The totals section of the report totals the referrals entered on the REFERRAL screen. These totals match those in the detailed section.</p> <p>A total line prints only when the report displays at least one entry for that total. If the total is zero, the total line does not print.</p> <ul style="list-style-type: none"><li>◆ "A" ACKNOWLEDGEMENT COMPLIANT CASES: This field indicates the number of interstate referrals acknowledged with an "A" (no additional documents needed) in the ACKNOWLEDGEMENT field on the REFERRAL screen in ten business days or less from the time the screen was created.</li><li>◆ "A" ACKNOWLEDGEMENT NON COMPLIANCE CASES: This field indicates the number of interstate referrals acknowledged with an "A" (no additional documents needed) in the ACKNOWLEDGEMENT field on the REFERRAL screen more than ten business days from the time the screen was created.</li><li>◆ CSENET TRANSACTION AGING CASES: This field indicates the number of CSENet transactions that created REFERRAL screens but have not been acknowledged by Central Registry. These show an action code of "E" on the REFERRAL screen.</li></ul>

- ◆ “M” ACKNOWLEDGEMENT COMPLIANT CASES: This field indicates the number of interstate referrals acknowledged with an “M” (additional documents needed) in the ACKNOWLEDGEMENT field on the REFERRAL screen in ten business days or less from the time the screen was created.
- ◆ “M” ACKNOWLEDGEMENT NON COMPLIANCE CASES: This field indicates the number of interstate referrals acknowledged with an “M” (additional documents needed) in the ACKNOWLEDGEMENT field on the REFERRAL screen more than ten business days from the time the screen was created.
- ◆ NO ACTION OUT OF COMPLIANCY CASES: This field indicates referrals that were not acknowledged in ten business days or less from the time the REFERRAL screen was created. Once acknowledged, these referrals appear on the next month’s report.
- ◆ REJECT COMPLIANT CASES: This field indicates the number of interstate referrals rejected with an “R” in the ACKNOWLEDGEMENT field on the REFERRAL screen in ten business days or less from the time the screen was created.
- ◆ REJECT NON COMPLIANCE CASES: This field indicates the number of interstate referrals rejected with an “R” in the ACKNOWLEDGEMENT field on the REFERRAL screen more than ten business days from the time the screen was created.
- ◆ TOTAL REFERRAL COMPLIANT CASES: This field indicates the total number of referrals that comply with the ten business day regulation.
- ◆ TOTAL REFERRAL NON COMPLIANCE CASES: This field indicates the total number of referrals that do not comply with the ten business day regulation.
- ◆ TOTAL REFERRAL OTHER CASES: This field indicates the total number of referrals that have not been acknowledged, yet still remain in the ten business day time period.
- ◆ TOTAL REFERRAL CASES: This field indicates the total number of referrals entered on the REFERRAL screen.

- ◆ AVERAGE BUSINESS DAYS: This field indicates the average number of business days for each total.

**Detailed Section:** The second section of the report details each referral the report counted. This section displays compliant and non-compliant referrals within each action type.

- ◆ CENTREG NUMBER: This field indicates the unique number assigned by ICAR to all new incoming interstate referrals. This number identifies referrals before they become actual ICAR cases.
- ◆ ACTION TYPE: This field indicates one of the following acknowledgement actions:
  - A: The referral is acknowledged with no additional documents needed.
  - M: The referral is acknowledged with additional documents needed.
  - E: The referral is open, has not been acknowledged, and originated in a CSENet transaction.
  - O: The referral is open and has not been acknowledged.
  - R: The referral is rejected.
- ◆ REFERRAL TYPE: This field indicates the referral type entered on the Interstate Contact Screen A (INTERSTA) screen when the referral is acknowledged. If more than one type is entered on the INTERSTA screen, the field shows only the first one. If the referral is open, this field indicates the referral type the other state requested.

Valid referral types include:

- PAT: Paternity establishment.
- EST: Order establishment
- ENF: Order enforcement
- MSC: Limited services request
- OTH: Referral type not one of the above

- ◆ RECEIVED DATE: This field indicates the date ICAR or Central Registry entered the interstate referral on the REFERRAL screen.
- ◆ ACTION DATE: This field indicates the date Central Registry acknowledged the referral. For open referrals, this field is blank.
- ◆ BUSINESS DAYS: This field indicates the difference between the received date and the action date.
- ◆ ORIGINALLY CSENET: This field indicates whether Iowa received the referral through CSENet or not. Valid entries include:
  - Y: ICAR originally received the referral through CSENet.
  - N: ICAR did not originally receive the referral through CSENet.
- ◆ ICAR CASE: This field indicates the ICAR case number once the referral is acknowledged.
- ◆ At the end of each action type section, the report indicates a subtotal for that section. These subtotals also appear in the summary at the beginning of the document.

**S479H948-B, Providing Additional Documents Within 30 Days**

Purpose	<p>Report S479H948-B, <i>Providing Additional Documents Within 30 Days</i>, lists the amount of time between Iowa's receipt of and response to another state's request for additional documents.</p> <p>Central Registry and central office use this report to monitor Iowa's compliance with federal regulations requiring workers to respond to an interstate referral acknowledgement from another state within 30 calendar days.</p>
Source	ICAR generates this monthly report through batch processing.
Distribution	ICAR prints two copies of this report on green-bar paper, one for central office and one for Central Registry.
Data	<p>This report lists compliant cases, non-compliant cases, and totals.</p> <ul style="list-style-type: none"><li>◆ ICAR CASE: This field indicates the ICAR case number.</li><li>◆ ACKNOWLEDGEMENT RECEIVED DATE: This field indicates the date the worker received the acknowledgement from the other state. The worker enters this date in the ACKNLDGMENT RCVD field on the INTERSTA screen.</li><li>◆ WORKER RESPONDED DATE: This field indicates the date the worker mailed the additional information to the other state to complete the referral. The worker enters this date in the ADDL. DOCUMENTS PROVIDED field on the INTERSTA screen.</li><li>◆ CALENDAR DAYS: This field indicates the difference between the WORKER RESPONDED DATE and the ACKNOWLEDGEMENT RECEIVED DATE.</li></ul> <p>Totals at the end of each section and at the end of the report show the number of cases reported and the average number of days the workers took to send the additional documents.</p> <ul style="list-style-type: none"><li>◆ INTER STATE COMPLIANT CASES: This field indicates the total number of cases completed within 30 days.</li></ul>

- ◆ AVERAGE CALENDAR DAYS: This field indicates the average number of days reported in the section.
- ◆ INTER STATE NON-COMPLIANCE CASES: This field indicates the total number of cases completed in over 30 days.
- ◆ AVERAGE CALENDAR DAYS: This field indicates the average number of days reported in the section.
- ◆ TOTAL INTER STATE CASES: This field indicates the total number of reported cases in both sections.
- ◆ AVERAGE CALENDAR DAYS: This field indicates the average number of days reported in the section.

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**S479H957, Monthly Referral Postdate Report**

**Purpose** Report S479H957, *Monthly Referral Postdate Report*, lists the number of days it takes Central Registry to enter a REFERRAL screen after receiving an interstate transmittal form in the mail.

Central Registry and central office use this report to monitor referral processing.

**Source** ICAR generates this monthly report through batch processing.

**Distribution** ICAR prints one copy of this report at central office. ICAR prints a second copy on green-bar paper for Central Registry.

**Data** The report tracks only certain instances when the POSTMARK date on the REFERRAL screen is modified:

- ◆ If a worker presses PF2 and enters a date, the report records the entered date.
- ◆ If a worker presses PF2 and does not enter a date, the report records the current date.
- ◆ If a worker presses PF3 and changes the date, the report records the new date.
- ◆ If a worker presses PF3 but does not change the date (even if the worker modified it to be the same), the report does not record the update.

This report includes a detailed section and a summary section.

The detailed section of the report shows each REFERRAL screen Central Registry added during the month.

- ◆ CENTRAL REGISTRY NUMBER: This field indicates the number ICAR assigned to the referral on the REFERRAL screen.
- ◆ POSTMARK: This field indicates the REFERRAL POSTMARK date on the REFERRAL screen. The Central Registry worker enters it. ICAR defaults this field to the date the referral is entered.

- ◆ **DATE REFERRAL ENTERED:** This field indicates the date of the most recent referral type on the REFERRAL screen.
- ◆ **# OF BUSINESS DAYS DIFFERENCE:** This field indicates the difference, in business days, between the POSTMARK date and the DATE REFERRAL ENTERED fields.

The summary section of the report shows totals for all referrals from the month.

- ◆ **TOTAL NUMBER OF REFERRALS THIS MONTH:** This field indicates the total number of central registry numbers reported.
- ◆ **TOTAL NUMBER OF REFERRALS ENTERED ON THE SAME BUSINESS DAY THE PAPERWORK WAS RECEIVED:** This field indicates the total number of referrals with “0” (zero) in the # OF BUSINESS DAYS DIFFERENCE field.
- ◆ **AVERAGE NUMBER OF BUSINESS DAYS FOR ENTRY:** This field indicates the average number of days Central Registry took to enter the referral.

**S479H969-A, Incoming Interstate Case Reconciliation Records**

Purpose	<p>Report S479H969-A, <i>Incoming Interstate Case Reconciliation Records</i>, identifies discrepancies between Iowa and other states during interstate case reconciliation.</p> <p>Central office uses this printout to review the discrepancies between ICAR cases and cases in other states.</p> <p>The electronic funds transfer (EFT) program coordinator uses this printout to focus EFT reconciliation work.</p>
Source	<p>ICAR generates this report through batch processing after each CSENet batch in which interstate reconciliation records are processed. If ICAR processes multiple states at the same time, ICAR generates one report for each state.</p>
Distribution	<p>ICAR prints two copies of this report at central office. Central office keeps one and sends the other to the EFT Program Coordinator at Collection Services Center.</p>
Data	<p>This report includes detailed information and a summary of the results.</p> <p>The detailed section of the report shows the following columns:</p> <ul style="list-style-type: none"><li>◆ ICAR CASE: This field indicates the case number of every ICAR case with an active interstate record for the other state (as indicated on the INTERSTA screen).</li><li>◆ FIPS: This field indicates a “Y” if the FIPS code in the CSENet reconciliation record is different than the FIPS identified on the INTERSTA screen. This column is blank if the FIPS code matches exactly.</li><li>◆ NCP NAME: This field indicates a “Y” if the non-custodial parent name in the CSENet reconciliation record is different than the PAYOR/AF name on the INTERSTA screen. This column is blank if the names match exactly.</li></ul>

- ◆ NCP SSN: This field indicates a “Y” if the non-custodial parent SSN in the CSENet reconciliation record is different than the obligor’s SSN on the ICAR case. This column is blank if the SSNs match exactly.
- ◆ CP NAME: This field indicates a “Y” if the custodial party name in the CSENet reconciliation record is different than the PAYEE name on the INTERSTA screen. This column is blank if the names match exactly.
- ◆ CP SSN: This field indicates a “Y” if the custodial party SSN in the CSENet reconciliation record is different than the obligee’s SSN on the ICAR case. This column is blank if the SSNs match exactly.
- ◆ CASE ID: This field indicates discrepancies between the OTHER ST CASE# field on the INTERSTA screen and the other state’s case ID on the incoming reconciliation record. ICAR displays one of the following entries:
  - ADDED: ICAR did not have a case number for the other state, and added the other state’s case ID to the OTHER ST CASE# field on the INTERSTA screen.
  - CHANGED: The other state’s case ID on ICAR differed from the case ID reported on the reconciliation record. ICAR updated the OTHER ST CASE# field on the INTERSTA screen with the incoming case ID.
  - Y: The other state’s case ID on ICAR differed from the case ID reported on the reconciliation record. ICAR did not update the OTHER ST CASE# field on the INTERSTA screen.
  - Blank: The other state’s case ID on ICAR and the reconciliation record matched exactly.
- ◆ IA/OS MATCH: This field indicates one of eight possible entries. The first code indicates Iowa’s interstate status by the INTERSTA screen. The second code indicates the other state’s interstate status according to the incoming record.
  - INIT/RSPN: Iowa is initiating and the other state is responding.

- RSPN/INIT: Iowa is responding and the other state is initiating.
- INIT/INIT: Iowa is initiating and the other state is initiating.
- RSPN/RSPN: Iowa is responding and the other state is responding.
- RSPN/UNK: Iowa is responding and the other state's status is unknown. This match occurs with V10 reconciliation only.
- INIT/UNK: Iowa is initiating and the other state's status is unknown. This match occurs with V10 reconciliation only.
- INIT/NONE: Iowa is initiating and the other state did not provide a matching CSENet record.
- RSPN/NONE: Iowa is responding and the other state did not provide a matching CSENet record.
- ◆ CORRECTLY MATCHED: This field indicates a "Y" if all elements of the incoming interstate reconciliation CSENet record match the ICAR case.

The summary section at the end of the report shows the following fields:

- ◆ TOTALS: This field indicates the total entries in each column.

The CASE ID total includes case ID's added to or changed on the INTERSTA screen as well as discrepancies marked with a "Y."

The IA/OS MATCH total includes only successful matches (INIT/RSPN, INIT/INIT, RSPN/INIT, RSPN/RSPN, INIT/UNK, and RESP/UNK) in the IA/OS MATCH field. The total does not count unsuccessful matches (INIT/NONE and RSPN/NONE).

- ◆ TOTAL CASE ID ADDED: This field indicates the total number of case IDs added to the OTHER ST CASE# field on the INTERSTA screen.
- ◆ TOTAL CASE ID CHANGED: This field indicates the total number of case IDs changed on the OTHER ST CASE# field on the INTERSTA screen.

- ◆ TOTAL INIT/RSPN, DISCREPANCY: This field indicates the total number of INIT/RSPN cases identified in the IA/OS MATCH field, along with the number of discrepancies for this category.
- ◆ TOTAL RSPN/INIT, DISCREPANCY: This field indicates the total number of RSPN/INIT cases identified in the IA/OS MATCH field, along with the number of discrepancies for this category.
- ◆ TOTAL INIT/INIT, DISCREPANCY: This field indicates the total number of INIT/INIT cases identified in the IA/OS MATCH field, along with the number of discrepancies for this category.
- ◆ TOTAL RSPN/RSPN, DISCREPANCY: This field indicates the total number of RSPN/RSPN cases identified in the IA/OS MATCH field, along with the number of discrepancies for this category.
- ◆ TOTAL INIT/UNK, DISCREPANCY: This field indicates the total number of INIT/UNK cases identified in the IA/OS MATCH field, along with the number of discrepancies for this category.
- ◆ TOTAL RSPN/UNK, DISCREPANCY: This field indicates the total number of RSPN/UNK cases identified in the IA/OS MATCH field, along with the number of discrepancies for this category.
- ◆ TOTAL INIT/NONE: This field indicates the total number of INIT/NONE cases identified in the IA/OS MATCH field.
- ◆ TOTAL RSPN/NONE: This field indicates the total number of RSPN/NONE cases identified in the IA/OS MATCH field.
- ◆ TOTAL INCOMING INIT: This field indicates the total number of incoming interstate initiating records received from the other state.
- ◆ TOTAL INCOMING RSPN: This field indicates the total number of incoming interstate responding records received from the other state.
- ◆ TOTAL INCOMING RECORDS: This field indicates the total number of incoming initiating and responding records.
- ◆ TOTAL UNMATCHED CASES: This field indicates the total number of ICAR cases that do not match with any records in the other state's incoming CSENet file.

**S479J288, Outgoing Interstate Case Reconciliation Records**

Purpose	<p>Report S479J288, <i>Outgoing Interstate Case Reconciliation Records</i>, identifies cases reported to the other state during interstate case reconciliation.</p> <p>Central office uses this printout to identify discrepancies between ICAR cases and cases in other states.</p>
Source	<p>ICAR generates this report through batch processing after each CSENet batch in which interstate reconciliation records are processed. If ICAR processes multiple states at the same time, ICAR generates one report for each state.</p>
Distribution	<p>ICAR prints one copy of this report at central office.</p>
Data	<p>This report includes three sections: cases where Iowa is the initiating state, cases where Iowa is the responding state, and a summary of both sections.</p> <p>The first two sections display the following columns:</p> <ul style="list-style-type: none"><li>◆ IOWA CASE #: This field indicates the ICAR case number.</li><li>◆ FIPS: This field indicates the FIPS code for Iowa.</li><li>◆ PAYOR/(L/F): This field indicates the obligor's last and first name.</li><li>◆ PAYOR SSN: This field indicates the obligor's SSN.</li><li>◆ PAYEE /(L/F): This field indicates the obligee's last and first name.</li><li>◆ PAYEE SSN: This field indicates the obligee's SSN.</li><li>◆ OTHER STATE CASE #: This field indicates the other states case number we have on ICAR. If the INTERSTA screen does not display a case number for the other state, this field is blank.</li><li>◆ OTHER ST FIPS: This field indicates the FIPS code for the other state.</li></ul>

- ◆ TOTAL IOWA INITIATING CASES: This field indicates the total number of initiating cases.
- ◆ TOTAL IOWA RESPONDING CASES: This field indicates the total number of responding cases.
- ◆ TOTAL IOWA RECONCILIATION CASES: This field indicates the total number of reconciled cases.
- ◆ TOTAL NUMBER OF CASES WITH BLANK OTHER STATE CASE NBR:  
This field indicates the total number of cases with no case number for the other state.

### **S479J311, CSENet Transactions Received In Error**

**Purpose** Report S479J311, *CSENet Transactions Received In Error*, monitors the number of erroneous transactions Iowa receives through CSENet. A transaction is erroneous if ICAR cannot match it with a valid ICAR case. Erroneous transactions may contain an invalid ICAR case number or an invalid FIPS.

Central office uses this printout to identify cases and people incorrectly identified on the other state's IV-D system.

**Source** ICAR generates this weekly report through batch processing.

**Distribution** ICAR prints one copy of this report at central office.

**Data** This report displays the following columns:

- ◆ OS FIPS: This field indicates the FIPS code of the state sending the CSENet transaction.
- ◆ ST: This field indicates the two-letter postal abbreviation of the state sending the transaction.
- ◆ OS CASE NUM: This field indicates the other state's case ID indicated in the CSENet transaction.
- ◆ A: This field indicates the CSENet action code.
- ◆ FUN: This field indicates the CSENet function code.
- ◆ REASON: This field indicates the CSENet reason code.

For more information about CSENet action, reason, and function codes, see the federal *CSENet Interface Guidance Document* available at:

[http://www.acf.hhs.gov/programs/cse/newhire/csenet/library/csene  
t2000/csenet2000.htm](http://www.acf.hhs.gov/programs/cse/newhire/csenet/library/csene<br/>t2000/csenet2000.htm)

- ◆ TRAN DATE: This field indicates the date the other state generated the CSENet transaction.

- ◆ **TRAN SERIAL:** This field indicates the serial number the other state assigned to the transaction.
- ◆ **NCP SSN:** This field indicates the non-custodial parent's SSN according to the other state's CSENet transaction.
- ◆ **NCP NAME:** This field indicates the non-custodial parent's name according to the other state's CSENet transaction.
- ◆ **ICAR CASE #:** This field indicates the ICAR case number according to the other state's CSENet transaction.
- ◆ **TOTAL:** This field indicates the total number of erroneous transactions reported for the state.
- ◆ **GRAND TOTALS:** Grand totals appear at the end of the report. The report gives totals for each function type and a total of all transactions.



# STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR  
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DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

September 9, 2003

## GENERAL LETTER NO. 9-J-AP-1

ISSUED BY: Bureau of Collections,  
Division of Child Support, Case Management, and Refugee Services

SUBJECT: Employees' Manual, Title 9, Chapter J, **CHILD SUPPORT ENFORCEMENT NETWORK – CSENET APPENDIX**, Title page, new; Contents, new; and pages 1 through 32, new; and the following new forms and reports:

470-3475	<i>Locate Data Sheet – Federal Version</i>
470/3475	<i>Locate Data Sheet – State Version</i>
470-3702	<i>Child Support Enforcement Transmittal #2 – Subsequent Actions</i>
470-3761	<i>Child Support Enforcement Transmittal #1 – Initial Request</i>
470-3762	<i>Referral Rejection</i>
S479H295	<i>CSENet Error Transaction Report</i>
S479H297-A	<i>CSENet Transactions Received And Sent</i>
S479H948-A	<i>Referral Summary Report</i>
S479H948-B	<i>Providing Additional Documents Within 30 Days</i>
S479H957	<i>Monthly Referral Postdate Report</i>
S479H969-A	<i>Incoming Interstate Case Reconciliation Records</i>
S479J288	<i>Outgoing Interstate Case Reconciliation Records</i>
S479J311	<i>CSENet Transactions Received in Error</i>

### Summary

This is a new manual appendix to supplement Employees' Manual Title 9, Chapter J, **CHILD SUPPORT ENFORCEMENT NETWORK – CSENET**. This appendix includes instructions and copies of all forms and reports referenced in the manual.

### Effective Date

Immediately

### Material Superseded

None

### Additional Information

Refer questions about this general letter to your regional collections administrator.